

Public Library Annual Report Form and Instructions

Public Library Annual Report Form



FY 2000/2001 PUBLIC LIBRARY ANNUAL REPORT/STATE AID APPLICATION

This report, or letter of intent to file, must be postmarked on or before February 1, 2001 to be eligible to receive state aid.
If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2001.
Refer questions regarding this form to Molly Dwyer at (517) 373-3828 or pannualreportteam@libofmich.lib.mi.us.

SECTION A: CURRENT INFORMATION

Information should include the Main Library and all Branches.

This information is current as of the filing date. _____
Date this report is filed

PART I: DIRECTORY INFORMATION

Current Legal Name of Main Library: _____	
Previous Legal Name of Main Library: Attach documentation authorizing legal name change, such as Board minutes or establishment documentation. Complete <u>only</u> if name change occurred since last annual report was filed.	
Street Address: The complete street address of the main library. Do not report a post office box or general delivery.	
City: The city or town in which the main library is located.	Zip+4: Include the five-digit postal zip code and the four-digit postal zip code extension for the street address of the main library.
County: The county in which the main library is located.	Township: The township in which the main library is located.
Phone Number: Area code and telephone number of the main library.	Fax Number: The area code and telephone number for the fax machine used for administrative purposes.
TDD Phone Number: The number to be used with a Telephone Device for the Deaf (TDD).	
Library Organization Type: Check the "type name" reflecting the library's current organizational structure according to establishment statutes. <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> School District <input type="checkbox"/> Township <input type="checkbox"/> Village	
MichiCard Member: Indicate whether the library currently participates in the MichiCard program. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Director's Name: The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.	Name of Library Cooperative: Provide the name of the library cooperative if the library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none".
Email Address of Library Director: The email address to be used to contact the library director.	Web Address: If your library has a home page accessible over the Internet, please include the web address. (e.g. http://www.library.lib.mi.us/library.html)

Library Name: _____

10/2000 - Section A Current Information - Page 1

PART II: CURRENT SCHEDULE OF OPEN HOURS

Record current scheduled hours for the main public library. If primary public library service is to be provided at a different location from the administrative offices, duplicate this page and complete Directory Information and Current Schedule of Open Hours for both locations. **For each outlet, use Section A - Page 2A.**

MONDAY	TO	FRIDAY	TO
TUESDAY	TO	SATURDAY	TO
WEDNESDAY	TO	SUNDAY	TO
THURSDAY	TO		

ALTERNATE LIBRARY SCHEDULE - FOR YEAR 2001

This chart should only be completed if the library plans to operate on an alternate schedule for five or fewer months of the year. Provide the beginning and ending dates for the alternate schedule, as planned for the year 2001.

Period of alternate schedule: From: _____ To: _____
(mo/day/yr) (mo/day/yr)

MONDAY	TO	FRIDAY	TO
TUESDAY	TO	SATURDAY	TO
WEDNESDAY	TO	SUNDAY	TO
THURSDAY	TO		

PART III: NONRESIDENT FEES INFORMATION

Do you charge a nonresident fee to any person living outside of your service area? ☐ Yes ☐ No

If yes, fee is: ☐ Annual ☐ One-Time

Fee schedule or nonresident rate: (e.g. \$35/family;\$25/individual)

Library Name: _____

10/2000 - Section A Current Information - Page 2

Public Library Annual Report Form

PART IV: TECHNOLOGY

- Number of computers that the library provides for staff or public use.
 _____ PC equipped with 486 or older processor
 _____ PC equipped with Pentium processor
 _____ Macintosh with 040 or older processor
 _____ Power Macintosh
- The number of unmediated general purpose multiple function/program access computers which are used for Internet access, applications, CD-ROM access, children's learning programs, etc. But it does NOT include computers that are solely designated to be used for OPAC (catalog) access. _____
- The number of computers that are designated solely for OPAC (catalog) access. _____
- Are your library operations automated? ☐ Yes ☐ No
 If yes:
 A. What library system is in use?
☐ Athena ☐ EOSi (formerly Data Trek) ☐ Lib Net (by NuGen)
☐ AutoGraphics ☐ Follett ☐ Precision One (by Brodard)
☐ DRA ☐ Galaxy (by Gaylord) ☐ Winnebago
☐ Dynix (by Ameritech) ☐ Innovative Interfaces Inc. ☐ Other _____ (specify)
 B. Check which modules are installed, operational, and in use:
 (Check all that apply)
☐ Acquisitions ☐ Cataloging ☐ Circulation ☐ Community Information
☐ ILL ☐ OPAC ☐ Serials
 C. Does your system allow for patron initiated interlibrary loan? ☐ Yes ☐ No
- Is remote access to your library catalog available? ☐ Yes ☐ No
- Check the boxes below to indicate the adaptive technology services offered by the library.
 (Check all that apply)
☐ ADA compliant workstation (accessible to the visually and/or physically disabled)
☐ CC/TV (closed circuit television), magnification system
☐ Internet access with speech
☐ Public access computer with speech
☐ Telephone access via telephone device for the deaf (TDD)
☐ Text to speech reading machine (e.g. Kurzweil)
☐ Other _____ (specify)
- Does your library have dial-up access to the Internet? ☐ Yes ☐ No
 If yes: What is the speed of the modem used in the dial-up connection?
☐ 56K ☐ 33.6K ☐ 28.8K or slower
- Does your library have a dedicated leased line connection to the Internet? ☐ Yes ☐ No
 If yes: What is the speed of the circuit providing the permanent connection?
☐ Cable ☐ T1 ☐ 128K ☐ 64K ☐ 56K
- What web browser does your library use to search the Internet? (Check all that apply)
☐ Internet Explorer 3.x ☐ Internet Explorer 4.x ☐ Internet Explorer 5.x
☐ Netscape Navigator 3.x ☐ Netscape Navigator 4.x ☐ Other _____ (specify)
- Does your library offer self checkout? ☐ Yes ☐ No
- Does your library have an Internet lab? (A physically separate area where training can be delivered without disruption to other patron services.) ☐ Yes ☐ No
 If yes: Number of computers in the lab. _____

Library Name: _____

10/2000 - Section A Current Information - Page 3

PART V: SALARY AND BENEFIT INFORMATION

Using the library's current pay scale, indicate if your library requires an American Library Association Masters of Library Science degree, the average hours worked per week, and the minimum and maximum salary range for one year for the classifications listed for the main library. Report salary information for filled and vacant positions. Position titles may not reflect exact titles used at your library. Use the closest match.

Position	Check box if ALA-Master of Library Science Degree Required by your library.	Avg. Hrs/Week	Annual Salary Range (You must complete both boxes)	
			Minimum	Maximum
Director Certification Level _____ (I, II, III, IV, V, VI, VII or NC) NC = Not Certified	<input type="checkbox"/>			
Assistant Director	<input type="checkbox"/>			
Department/Branch Head	<input type="checkbox"/>			
Senior Level Librarian	<input type="checkbox"/>			
Entry Level Librarian	<input type="checkbox"/>			
Computer/Technology Specialist	<input type="checkbox"/>			
Library Clerk	<input type="checkbox"/>			

Director Benefit Information: (Check each of the following benefits if your library pays any portion or all of that benefit for your Director/Head Librarian only. If a selection does not apply, leave it blank.)

<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Vision Insurance	<input type="checkbox"/> Deferred Compensation
<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Paid Sick Leave	<input type="checkbox"/> Disability
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Paid Vacation	<input type="checkbox"/> Paid Personal Days
<input type="checkbox"/> Pension	<input type="checkbox"/> Paid Holidays	<input type="checkbox"/> Longevity

PART VI: CURRENT MILLAGE INFORMATION

Millage Rate Authorized	Millage Authorization Date		Millage Rate Levied	Millage Expiration Date		Millage Voted in Perpetuity
	Month	Year		Month	Year	

Enter the latest rate approved by the voters in your service area. This is the maximum that the library may levy.	Enter the month and year when the latest millage was approved by the voters in your service area.	Enter the latest rate levied for library services. This is the rate that actually was used in determining property taxes.	Enter the month and year when the millage will expire. If the millage was voted "in perpetuity," leave date blank and indicate this by putting an "X" in the Millage Voted in Perpetuity space.
---	---	---	---

Library Name: _____

10/2000 - Section A Current Information - Page 4

Public Library Annual Report Form

PART VII: TRUSTEES REPORT

All Public Libraries must complete this page. Report the most current information. List the names of Trustees who are serving at the time this report is filed. Be sure to complete the "Term Expires" column. Do not list Trustees whose terms have expired at the time of filing this report. Library Staff Members may not be voting members of the Board of Trustees. School District Libraries organized under Public Act 451, 1976, must report both their legal School Board and their Library Advisory Board.

If a Board position is vacant at the time of filing, make an entry for the vacant position to verify that your Board will have the appropriate number of Trustees. When the position is filled, contact Donna Holdridge to report the new Board member and term at dholdrid@libofmich.lib.mi.us or (517) 373-1587.

Main Library City: Indicate the city in which the main library facility is located.	Main Library County: Indicate the county in which the main library facility is located.
Main Library Name: Indicate the legal name of the main library.	
Current Organizational Statute: Indicate the Michigan library establishment statute under which the library is currently organized. (see list on next page)	
Total Number of Voting Members Required by Statute or Legal Establishment Document:	
If recently reorganized, provide reestablishment date and statute:	

School district libraries organized under Public Act 451, 1976 must report two boards. List the School Board on this page. List the Advisory Board on a separate sheet.

Trustee Name	Check if Voting Member	Mailing Address	Phone Number	Term Expires	
				Month	Year
President		Street City/Zip Email Address			
Vice President		Street City/Zip Email Address			
Secretary		Street City/Zip Email Address			
Treasurer		Street City/Zip Email Address			
		Street City/Zip Email Address			
		Street City/Zip Email Address			
		Street City/Zip Email Address			
		Street City/Zip Email Address			
		Street City/Zip Email Address			

Check the box which describes how your library Board members are designated. Only one box should be checked.

The Library Trustees are: ☐ Appointed ☐ Elected ☐ Municipal Governing Body

Library Name: _____

10/2000 - Section A Current Information - Page 5

Trustee Name: List the legal name for each current Board of Trustees member, beginning with officers. Enter "vacant" for vacancies and contact the Library of Michigan when the positions are filled.

Voting Member: Indicate if trustee is a voting member of your Board.

Mailing Address: Provide a current mailing address for each Board member. Include street number and street name, city and the standard five-digit postal zip code with the four-digit postal zip code extension. Provide two-letter state code only if the person resides outside of Michigan.

Email Address: The email address to be used to contact the trustee.

Phone Number: Provide the phone number at which each individual can be reached during the day.

Term Expires: List the month and year the term for each Board member will expire. If an individual serves on the Board as a function of his municipal office, write "ex officio" in this space.

Library Establishment Statutes

Library Organization

Statute

City Libraries

1877 PA 164, Section 1
1877 PA 164, Section 10a
1877 PA 164, Section 15
City Charter
City Ordinance

County Libraries

1917 PA 138

District Libraries

1989 PA 24
(Note: district libraries established prior to 1989 are also now under this statute)

School District Libraries

1976 PA 451
(Michigan School Code)

Township Libraries

1877 PA 164, Section 10

Village Libraries

1877 PA 164, Section 10

Library Name: _____

10/2000 - Section A Current Information - Page 6

Public Library Annual Report Form



FY 2000/2001 PUBLIC LIBRARY ANNUAL REPORT/STATE AID APPLICATION

This report, or letter of intent to file, must be postmarked on or before February 1, 2001 to be eligible to receive state aid. If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2001. Refer questions regarding this form to Molly Dwyer at (517) 373-3828 or annualreportteam@libofmich.lib.mi.us.

SECTION B: REPORTING YEAR INFORMATION

Information should include the Main Library and all Branches.

For the report period: / / to / /
mo day yr mo day yr

Report Year: Most recent fiscal year completed prior to October 1, 2000, even if that means reporting less than 12 months of data. The reason for reporting less than 12 months of data could be due to a change in legal status, change in fiscal year, etc. If your reporting year has changed, provide documentation authorizing the change, such as board minutes.

PART I: ADMINISTRATIVE ENTITY INFORMATION

Legal Name of Main Library: The legal name of main library at reporting year end.	
Street Address (number, street, etc.): The complete street address of the actual physical location of the main library. Do not report a post office box or general delivery.	
City: The city or town in which the main library is located.	Zip+4: Include the five-digit postal zip code and the four-digit postal zip code extension for the street address of the main library.
Mailing Address (PO Box): The complete mailing address of the main library. Do not complete if this address is the same as the street address.	
City: The city or town for the mailing address.	Zip+4: Include the five-digit postal zip code and the four-digit postal zip code extension for the mailing address of the main library.
County: The county in which the main library is located.	Township: The township in which the main library is located.
Phone Number: Area code and telephone number of the main library.	Name of Library Cooperative: Provide the name of the library cooperative if the library is a member during the reporting year. If the library is not a member, indicate "none".
Library Organization Type: Check the "type name" reflecting the library's organizational structure according to establishment statutes at the end of your reporting year. <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> School District <input type="checkbox"/> Township <input type="checkbox"/> Village	

Library Name: _____ 10/2000 - Section B Reporting Year Information - Page 7

Administrative Structure: Mark the box that best identifies your library's administrative structure according to the following federal definitions:

- ☐ **Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate:** An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.
- ☐ **Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are NOT Separate:** An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.
- ☐ **Administrative Entity with a Single Direct Service Outlet:** An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

Public Library Definition: A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that meets one or more of the listed criteria. Check all that apply based on the federal definition of a public library.

- ☐ Library has an organized collection of printed or other library materials.
- ☐ Library has paid staff.
- ☐ Library has an established schedule in which services of the staff are available to the public.
- ☐ Library has facilities necessary to support collection, staff, and schedule.
- ☐ Library is supported in whole or in part with public funds.

PART II: OPEN HOURS AND SQUARE FOOTAGE SUMMARY

Complete every box, leave no box blank. Enter "0" (zero) if none. For State Aid, the information provided here is used to verify that the library (or the main library and its branches) met the minimum scheduled hours open per week requirement for its class size during the reporting year.

A. Number operated during reporting year: If none of the outlet type were operated during the reporting year, enter "0" (zero).

B. State Aid unduplicated scheduled average hours per week: Unduplicated branch hours are hours when one or more branches are open when the main library is not. Do not count duplicate branch hours. For example:

Main library: Open 9 AM - 4 PM, Mon - Fri = 35 unduplicated hours/week
North Branch: Open Noon - 8 PM, Tues and Thurs = 8 unduplicated hours/week
Open 10 AM - 4 PM Fri = no unduplicated hours
South Branch: Open 10 AM - 2 PM Sat = 4 unduplicated hours
Open 10 AM - 6 PM Tues - Fri = 2 hours Fri + 2 hours Wed unduplicated

Total unduplicated branch hours for the system is 16

Total unduplicated hours for State Aid is 51 per week

Note: You must attach a schedule showing main library and branch library hours for the reporting year if using unduplicated hours to qualify for state aid. If a public library has more than one branch, and if the hours for the main library building and each established branch library are different, the unduplicated hours may be added together to satisfy the minimum open hours requirement to qualify for state aid. The minimum open hours requirement must be maintained for not less than 9 months of the 12 month operating period. If a reduced hours schedule is implemented, the library must be open not less than 10 hours per week.

C. Total annual public service hours for the reporting year: Using scheduled hours as a guide, subtract known closed days or weeks, both scheduled and unscheduled, to derive a realistic annual total hours open figure for your library during the reporting year.

D. Total square footage: Report the total square footage of the facility used for library purposes.

Library Name: _____ 10/2000 - Section B Reporting Year Information - Page 8

Public Library Annual Report Form

Outlet Type	Number operated during reporting year	State Aid unduplicated scheduled average hours per week	Total annual public service hours for the reporting year	Total square footage
	A	B	C	D
Central Library(ies): One type of single outlet library or the library which is the operational center of a multiple-outlet library and is synonymous with a main library. Usually all processing is centralized here and the principal collections are housed here. Each administrative entity may report either no central library or one central library. No administrative entity may report more than one central library.				
Branch(es): Auxiliary unit of an administrative entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.				
Bookmobile(s): Traveling branch library consisting of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Report the number of vehicles in use, not the number of stops the vehicle makes.		Not applicable for state aid		Not applicable for state aid
Totals				

PART III: PAID STAFF

Complete every box. Leave no box blank. Enter "0" (zero) if none. Report figures as of the last day of the reporting year. Include all employees paid with library funds to do library work or to maintain the library building for the main library, all branches, bookmobiles and other service outlets. All employees whether or not they are certified by the Library of Michigan are included. This chart should not include volunteers, since these figures may be used to determine average staff expenditures. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. Derive the Full Time Equivalent (FTE) staff figure by adding the total number of hours worked by all employees in each category. Then divide the total staff hours by 40 and round to two decimal places.

Employee Category	Number of paid employees in this category	Total hours per week worked by these employees	Full Time Equivalents Total hours/40
ALA-MLS Librarians: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.			
Total Librarians: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes those individuals that possess an ALA-MLS.			
All Other Paid Staff: Include all other library employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.			
Total Paid Employees: The sum of "Total Librarians" and "All Other Paid Staff."			

Library Name: _____

10/2000 - Section B Reporting Year Information - Page 9

PART IV: OPERATING INCOME

Report income used for operating expenditures as defined below. DO NOT include capital income, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year. This section provides detail of local, state and federal income for your library's reporting year. Include federal, state or other grants, except for grants for capital expenditures. It is important to keep accurate financial records for each reporting year and to be able to track local, state and federal funds separately. Although there must be a realistic relationship between total operating income and total operating expenditures, the figures will probably not balance exactly. It is important to report accurately, since the library must be able to verify any financial information with audited figures. For purposes of this report, **Income** is defined as actual cash or a documented monetary transfer to the library fund. Do not include in-kind services, pledges and grants not received.

Total Local Operating Income is used to meet the 3/10 mill match requirement for State Aid. If your library's total service area does not meet this state aid standard, revenues from the total legal service area and individual contracted municipalities will be reviewed. For this reason, the Operating Income report form provides a line for each municipality served by your library. When completing the form:

If your legal service area is comprised of more than one municipality (for example, a whole county, a school district of two or more municipalities), the legal area income can be reported on the first line.

If you cannot break down miscellaneous "other public local income" by municipality, report it all on the top line of the Legal Service Area section.

Only local income needs to be broken down by municipality.

A. Legal Service Area: Name of the municipality or other designated jurisdiction served under statute during the reporting year. Example: school district, name of county (if whole county).

Local Penal Fine Revenues (A): Report Penal Fine revenues received during the reporting year. If you do not know the amount received for each individual service area, calculate it by determining the total population your library serves in the county and dividing the penal fines received from that county by the population served to determine the per capita rate. Multiply the per capita rate by the population of each service area to determine penal fines received from each service area. If your library has service areas in two or more counties, you must determine each rate separately.

Income from Voted Millage (B): Enter only revenues received during the reporting year from a dedicated library millage which was approved by a vote of the people. If the millage is for a multi-municipality legal service area (whole county or district structure), complete millage information on the top line only.

Appropriated Tax Income (C): This revenue is received by the library directly from the municipal, county, district or school governing body. This revenue is not the result of a dedicated voted library millage.

Other Local Government Income (D): Report miscellaneous income received from local government sources. (Do not include user fees.) If the library received revenue from a Single Business Tax levied on local business, enter the amount in this column on the top line of the legal area chart.

Total Local Government Income (E1): Add columns A, B, C, and D. This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditures by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees paid by individuals.

Other Local Operating Income (F1): Report miscellaneous income from local non-government sources. This category includes user fines and fees, collections from coin operated equipment, income from used book sales, fund-raisers, library Friends events, etc. Non-capital cash contributions are included in this category. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. If it is impossible for you to break down the miscellaneous income by individual municipality, report the Other Local Operating Income on the top line of the legal service area chart.

B. Contracted Municipality: Name of municipality or other designated jurisdiction with which the library has a library service contract approved by the Library of Michigan.

Local Penal Fine Revenues (A): Report Penal Fine revenues received during the reporting year. If you do not know the amount received for each reported contracted municipality area, calculate it by determining the local total population served by your library in the county as a result of service contracts and dividing the penal fines received from that county by the population served to determine the per capita rate. Multiply the per capita rate by the population of each contracted municipality to determine penal fines received for each municipality. Penal fines distribution rates are different for each

Library Name: _____

10/2000 - Section B Reporting Year Information - Page 10

Library of Michigan

10/2000 - Section B Reporting Year Information - Page 11

Information - Page 12

10/2000 - Section B Reporting Year Information - Page 12

Public Library Annual Report Form

PART VI: OPERATING EXPENDITURES (Use whole numbers only)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. List only expenditures paid from library operating budgets. Complete every box, leave no box blank. Enter "0" (zero) if none.

A. Staff Expenditures:

Salaries and Wages: Include salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

Employee Benefits: The benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

Total Staff Expenditures: The sum of "Salaries and Wages" and "Employee Benefits."

B. Collection Expenditures: Include all expenditures for materials purchased or leased for use by the public.

Books and Print Materials: Include expenses for any print or microform materials that are part of the library collection.

AV and Non-Print Materials: Include expenses for any non-print collection materials, including film, video, sound recordings, etc.

Subscriptions (nonelectronic format): Include subscription expenditures for reference serials, journals and newspapers in print or microform formats. This does not include subscriptions for materials in electronic format.

Library Materials and Subscriptions in Electronic Format: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Total Collection Expenditures: Sum of expenditures for "Books/Print Materials," "AV/Non-Print Materials," "Subscriptions (nonelectronic format)," and "Library Materials/Subscriptions in Electronic Format."

C. Operating Expenditures for Electronic Access: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure cannot be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery. Report only operating expenditures, including Internet access charges. DO NOT report items included as capital expenditures in Part VII.

D. Other Operating Expenditures: Include all expenditures other than those for staff, collection and electronic access. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities DO NOT report items included as capital expenditures in part VII.

E. Total Operating Expenditures: Sum of A, B, C, and D. It includes "Total Staff Expenditures," "Total Collection Expenditures," "Operating Expenditures for Electronic Access," and "Other Operating Expenditures."

Library Name: _____

10/2000 - Section B Reporting Year Information - Page 13

PART VII: CAPITAL OUTLAY (Use whole numbers only)

Include expenditures paid from your library capital budget for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, equipment, initial book stock, furnishings for new or expanded buildings, or vehicles, and other onetime, extraordinary projects. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Complete every box, leave no box blank. Enter "0" (zero) if none.

Capital Expenditures for Electronic Access: Report capital expenditures associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. DO NOT report items included as operating expenditures in Part VI.

Furnishings and Equipment Expenditures: Report major expenditures for all furniture and equipment other than for electronic access. Examples include shelving, patron tables and chairs, photocopiers, etc. DO NOT report items included as operating expenditures in Part VI.

Building Expenditures: Report expenditures for the acquisition of or additions to building sites, new building additions and library facilities. DO NOT report items included as operating expenditures in Part VI.

Total Capital Expenditures: Sum of "Capital Expenditures for Electronic Access," "Furnishings and Equipment Expenditures," and "Building Expenditures."

PART VIII: LIBRARY COLLECTIONS

For each category, report the number of physical units (items) owned at the end of the reporting year. Complete every box, leave no box blank. Enter "0" (zero) if none. If exact amount is unknown, enter an estimate. Items which are packaged together as a unit, e.g. two compact discs, two films, or two video cassettes, and which are generally checked out as a unit, should be counted as one physical unit.

Book/Serial Volumes: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Include microform, books, and serials in this category. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

Audio: Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audio cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.

Video: Materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

Subscriptions (nonelectronic format): Refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions. Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues.

Number of library materials and subscriptions in electronic format: Report the number of physical units such as CD-ROMs, magnetic tapes and magnetic disks, that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape or floppy discs. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

Total: Total units at year end in library collections.

Library Name: _____

10/2000 - Section B Reporting Year Information - Page 14

Public Library Annual Report Form

PART IX: LIBRARY SERVICES

Complete every box, leave no box blank. Enter "0" (zero) if none. If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine an annual estimate by an actual count during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits, circulation transactions, reference transactions, interlibrary loans and number of users of electronic resources.

A. Library Visits: The total number of persons entering the library for whatever purpose during the year.

B. Program Attendance:

Program	Number Offered During FY 1999/2000	Estimated Total Attendance
Children's Program: The count of the audience at all programs intended primarily for persons 14 years old or younger. Include all persons who attend, whether adults or children.	<input type="text"/>	<input type="text"/>
Young Adult Program: The count of the audience at all programs intended primarily for persons 15 - 18 years old. Include all persons who attend, whether adults or children.	<input type="text"/>	<input type="text"/>
Adult Program: The count of the audience at all programs intended primarily for persons 19 years old or older. Include all persons who attend, whether adults or children.	<input type="text"/>	<input type="text"/>
General Program: The count of the audience at all programs not included in the above categories. Include all persons who attend, whether adults or children.	<input type="text"/>	<input type="text"/>

C. Circulation Transactions:

Total Circulation: The total annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed that are then circulated to users. Do not include items checked out to another library.

Circulation of Children's Materials: The total annual circulation of all children's materials in all formats to all users, including renewals.

D. Reference Transactions: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, by mail or by email from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies.

E. Interlibrary Loans: Report materials exchanged between your library and other libraries. Transactions between branches of the same library organization should not be counted here.

Number of items loaned to other libraries: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

Number of items borrowed from other libraries: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

Library Name: _____ 10/2000 - Section B Reporting Year Information - Page 15

F. Did your library provide access to electronic services (e.g. bibliographic and full-text databases, multimedia products)? These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library. If your library has Internet access, answer "yes" - AccessMichigan provides access to electronic services.

☐ Yes ☐ No

G. Did your library have access to the Internet? ☐ Yes ☐ No (Answer "no" if your library had access to email only.)

If yes, Internet was used by (select one):

- ☐ Library staff only
☐ Patrons through a staff intermediary only
☐ Patrons either directly or through a staff intermediary

H. Internet Terminals:

_____ Number of computer terminals (PC, dumb terminal, etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).

_____ Number of computer terminals (PC, dumb terminal, etc.) used by the general public in the library that are used to connect to the Internet (text only, graphical, etc.).

I. Number of users of electronic resources in a typical week: Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources.

The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user, who uses the library's electronic resources three times a week, would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal.

This is a new data element. If you did not collect this data, please provide an estimate.

Library Name: _____ 10/2000 - Section B Reporting Year Information - Page 16

Public Library Annual Report Form

PART X: CERTIFICATION OF PUBLIC LIBRARY PERSONNEL

This section verifies that appropriate numbers and levels of staff worked at the library during the reporting year to meet the minimum standards for state aid. This page may be duplicated, as necessary. Only staff who are **CERTIFIED** by the Library of Michigan and worked during the **REPORTING YEAR** need to be listed on this page. If a new **CERTIFIED** staff member was hired during the reporting year please provide a hire date. If a certified staff member (including the director) left during the reporting year please provide a departure date. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and the current director immediately below with his or her date of hire.

Employee Name (as it appears on Certificate)	Last 4 Digits - Social Security No.	Avg. Hours Worked Per Week	Certification Level - RECEIVED from Library of Michigan	Hire Date if New	Departure Date	Certification Expiration Date (level VII)
Reporting Year Library Director						

Level	Certificate	Eligibility Qualifications
I	Librarian's Permanent Professional Certificate	MLS with 4 or more years' professional experience
II	Librarian's Professional Certificate	ALA accredited Master of Library Science degree
III	Special Professional Certificate	Master's degree in any subject
IV	Limited Professional: Class A	Bachelor of Library Science or Library School enrollment
V	Limited Professional: Class B	Bachelor's degree in any subject
VI	Library Technician's Certificate	Accredited Associate of Library Technology degree
VII	Certificate of Library Experience	Beginning Workshop; must renew every 3 years

Library Name: _____

10/2000 - Section B Reporting Year Information - Page 17

PART XI: CERTIFICATION OF INFORMATION

The person signing the form must be an authorized official of the library who can be held accountable for the information on the form. The library director, board president or other authorized official must sign in order for the application to be processed. In the event of a state aid audit, the authorized official will be contacted. If a person other than the authorized official should be contacted for questions, enter his or her name in the space for "contact person." **Reports that are not signed are returned for signature. Signature must be original signature - signature stamps will not be accepted.**

I certify that the information provided on this application truly represents the library's activities and that the financial information can be verified by audit.

Authorized Official Name and Title

Type or Print Name Title

Date

Signature (Original Signature Only)

Contact Person Name and Title

(Only if different than authorized official)

Type or Print Name Title

Date

Signature (Original Signature Only)

Contact Person Phone Number

Return this completed form to:

Library of Michigan - Business Services Division
717 W. Allegan
PO Box 30007
Lansing, MI 48909-9775

Library Name: _____

10/2000 - Section B Reporting Year Information - Page 18